

ANNEXATION APPROVAL PROCESS

Pre-Application Meeting

Contact: Joan McHale at 727-98-3198 or imchale@dunedinfl.net

Application Submittal

All requirements must be submitted.

Staff Review of Application for Completeness

Average time to complete is 5-7 business days from submittal.

Notify Applicant of Public Hearing Schedule

Local Planning Agency, City Commission & Pinellas County (if required)

Ordinances Prepared

Annexation, Land Use Plan & Zoning District Designations

Letter of Notice for Mailing by Applicant

Staff prepares a Letter of Notice to abutting property owners and a list of property owners within 500 feet for mailing by the applicant at least 14 days prior to public hearings. Mailing instructions will be provided.

Applicant Submits Certificate of Mailing for Letter of Notice

Must be submitted at least 14 days prior to LPA hearing

Staff Prepares and Submits Legal Advertisement to Tampa Bay Times

Staff Posts Public Notice on Subject Property

Must be posted at least 14 days prior to LPA hearing and shall remain posted on the property until after all hearings are complete.

Staff Report Published on City Website

Usually published on the Friday prior to the scheduled Public Hearings.

Public Hearings

Local Planning Agency
City Commission First Readings
City Commission Second Readings
(Land Use Plan amendment may require review and approval by Pinellas
County after first readings by the City Commission)